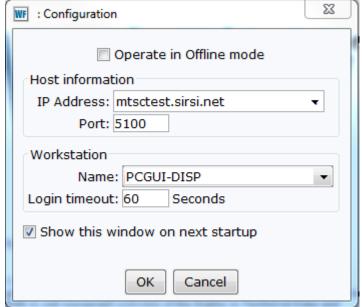


The WorkFlows Test Server - Logging in

- 1. Open WorkFlows.
- 2. In the Host information section of the startup configuration, open the dropdown box next to IP Address.
- 3. Choose the mtsctest.sirsi.net option.
- 4. Choose OK to get to the login screen.
- 5. Use your regular login credentials on the next screen.
- 6. The Test Server will display Test Server in the upper right to remind you of which server you are currently working in.



NOTE: The Test Server updates quarterly or just before a system update. This means that information that you entered within the past few days, weeks, or even months may not be in this server. Also, any information you enter into the Test Server will be wiped out when the next update occurs. Remember to switch back to the Production Server before doing any real and permanent work.